

<h1 style="text-align: center;">佐世保基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		<b>広報番号：</b> Announcement No.	<b>4-2016-PWD-SA(001)</b>
		<b>募集締切日：</b> Closing Date	<b>8 Mar 16</b>
		<b>発行日：</b> Date of Issue	<b>24 Feb 16</b>
<b>1.職種名 Job title ( 等級 Grade <u>6</u> / 語学等級 LD <u>3</u> )</b>  Engineering Technician (General), #384  採用可能な下限等級 Acceptable trainee level: N/A  <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative    Blue Collar Trade    Security      Medical		<b>募集人数</b> No. of Recruitment  <div style="text-align: center;">1 名</div>	<b>4.募集範囲 Area of Consideration (AOC)</b> <input checked="" type="checkbox"/> <u>I.</u> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> <u>II.</u> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> <u>III.</u> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> <u>IV.</u> 外部 Off Base Applicant
<b>2.部隊 Activity</b> NAVFAC FE, PWD Sasebo, Facility Engineering and Acquisition Division, Project Mgmt/Engineering Branch, Construction Section (PRS211) <b>勤務場所 Working Place:</b> Sasebo (Hirase)		<b>5.雇用の種類 Type of Employment</b> <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term ( <u>  </u> カ月 Months )	
<b>3.勤務時間 Work Schedule ( 週 <u>40</u> 時間制 hrww )</b> 勤務日 Work Days: Mon-Fri 勤務時間・休憩 Work Hours/Recess Period: 0800-1645 / 1200-1245 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
<b>6.職務内容 Duties</b> <p>TECHNICAL DUTIES: Performs technical engineering reviews and inspections for construction, maintenance, repair work and other type of works. Provides extensive knowledge of trades and crafts, techniques, equipment, and procedures for general construction works. Prior to contract award, conducts a technical review of the contract plans and specifications for errors and omissions, potential problems, and constructability. Conducts site examinations during bid stages with the prospective bidders. Reviews contractor's shop drawings, catalogue cuts, certifications, test results, samples, and other submissions for conformance with contract requirements. Makes a recommendation for approval or disapproval of submissions to Contracting Officer's Representative (COR) architects, and engineers. Investigates technical field problems and recommends solutions to COR and Contract Specialist. Prepares drawings and sketches as needed to communicate field conditions. Reports delinquencies noted to the COR and Contract Specialist. Conducts work site inspections to assure contractor compliance with contract terms, work progress, compliance with safety and station regulation, timely delivery of Government property, and accurate testing. Conducts pre-final and final inspections for acceptance of facilities.</p> <p>ADMINISTRATIVE DUTIES: Attends pre-bid conference to discuss site conditions, and technical administrative requirements. Attends the pre-construction conference to establish administrative procedures. Reviews progress schedule against schedule submitted by contractors. Verifies contractor's invoice and refers finding to procurement clerk. Reviews contractors' claims and refers settlement proposals to Contract Specialists. Advises contractor's on termination procedures and conducts contract administration during intern period to assure compliance with prescribed terms. Maintain related work files and historical records with use of computer.</p> <p>A license of GOJ ordinary vehicle is required to perform site inspections and other necessary duties.</p>			
<b>7. 資格要件/身体条件 Qualification/Physical Requirements</b> 1. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work. If applicant does not have such work experience, possession of Masters Degree in a related field may qualify him/her at 1-6 level. 2. Knowledge of engineering principles, techniques, methods, and precedents gained through technical experience in the field of Civil, Architecture, Mechanical or Electrical. 3. Skills in operating computer such as MS Word, Excel, PowerPoint & E-mail. 4. Ability to speak, read and write English at advanced proficiency level (LAD-3). 5. Ability to speak, read and write Japanese at native proficiency level. 6. License of GOJ ordinary vehicle. (A/T limited is acceptable.)  Handicapped applicants may be accepted, depending on the degree and kind of disability.			
<b>英語力 English Language Proficiency :</b> <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
<b>学歴 Educational Background :</b> See Block 7		<b>免許証/修了証 License/Certificate Required :</b> 7/8 欄参照 See blocks 7 & 8	

<b>8. 提出するもの Application and Associated Documents</b>	<b>職務状況 Working Condition</b>
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<input checked="" type="checkbox"/> <b>空席応募用紙</b> Application for Vacancy Announcement (HROY Form 1) <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> <b>専門職務経歴書</b> Resume of Specialized Work Experience (HROY Form) (上記と同じ言語で, Same language as above) <input checked="" type="checkbox"/> 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』 If you have any family/relatives who work at U.S. Navy base/facility in Japan, “Questionnaire on Relatives” <input checked="" type="checkbox"/> 運転免許証の写し Copy of GOJ Ordinary Driver's License (A/T limited is acceptable.) <input type="checkbox"/> 修了証/証明書の写し Copy of Certificate of educational background: GOJ Forklift Operator Technical Training Completion Certificate.) <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Anything to certify English Proficiency (Copy) <input checked="" type="checkbox"/> 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy	
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### 9. 応募書類提出先 Office to Submit

内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意下さい。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base Applicants will be rated ineligible.

#### 1. 内部応募者（現 MLC/IHA 従業員）提出先：

〒857-0056  
佐世保市平瀬町  
米海軍佐世保基地民間人人事部雇用課  
内線/Extension 252-3656/3660  
受付時間 Operating Hours：0800 - 1600

#### Current MLC/IHA Employees must submit to:

〒857-0056  
Hirase-cho, Sasebo City  
CNRJ HRO Sasebo Satellite Office  
MLC/IHA Employment Branch, Bldg# PW47

#### 2. 外部応募者（非従業員）提出先：

〒857-0056  
佐世保市平瀬町 3-1  
独立行政法人 駐留軍等労働者労務管理機構 佐世保支部  
電話番号 Phone：0956-23-7191  
受付時間：午前 9 時 - 午後 5 時、月曜日 - 金曜日（日本の祭日を除く）  
Operating Hours: 0900 - 1700, Monday - Friday (except Japanese Holidays)

#### Off Base Applicants must submit to:

〒857-0056  
3-1 Hirase-cho, Sasebo City  
Labor Management Organization, Sasebo Branch

### 10. 事務処理欄 For Official Use

募集部隊担当 Activity POC：NAVFAC FE, PWD Sasebo, Financial/Admin Svc Div		軍電 (DSN) 252-3411
PD No.: FEC-PRS211-001	PD is accurate and current. Certified by Activity: MY	HRO: (rcvd: 1/6) tm 1/29

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.

募集締切日 16 時(午後 4 時)必着です。Eメールやファックスでの応募書類は受付できません。Applications must be received by the closing date of the Vacancy Announcement by 1600 hours (4:00 PM). Emailed and Faxed applications will not be accepted.

人事部へ応募書類を郵送する場合は書留にしないで下さい。書留で郵送された応募用紙は受理しません。Please do not send applications by registered mail to HRO. Registered mail sent to HRO will not be accepted.

HRO の建物(建物番号 PW-47)1 階、正面出入り口を入って右の壁に 内部応募者用の投函口が設置してあります。投函される場合は応募締め切り日の 16 時(午後 4 時)までにしてください。Job applications may be dropped in the designated HR “Drop Box” located on the right side in the first floor, main entrance of the HRO bldg. # PW-47, no later than 1600 hours (4:00 PM) by the closing date.

応募書類の書式は以下の URL よりダウンロードできます。最新の応募用紙を提出してください。Forms for application are available for download on our web site. Please submit updated application.

([https://www.cnrc.navy.mil/regions/cnrj/om/human\\_resources/MLC\\_IHA\\_HPT\\_Jobs/JN\\_Forms.html](https://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html))

### **PRIVACY ACT STATEMENT 個人情報保護について**

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成 15 年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記 : 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE : Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。